

Professional and Managerial Branch  
Fiscal and Tax Administration Group  
Accounting Series

ACCOUNTANT IV

09/89

#### CHARACTERISTICS OF THE CLASS:

Under direction of department head, works at an assigned department directing and administering the accounting, fiscal affairs and the functions and activities of the data processing, purchasing and stores, and revenue generating facilities; performs related duties as required.

#### EXAMPLES OF DUTIES:

Plans, organizes and directs the preparation and maintenance of accounting records; advises other departmental divisions in the preparation of budgets and other budgetary matters; plans and coordinates the implementation of budgetary controls; supervises the preparation, implementation, and operation of automated accounting and information systems and equipment; supervises the timely collection of fees and other accounts receivable; reviews and analyzes accounts payable to assure proper and timely payments; deposits funds as authorized; monitors departmental sinking funds and the investment of monies.

Analyzes financial records and prepares financial reports; analyzes departmental accounting systems and makes recommendations for their improvement; supervises and/or conducts internal audits as required; conducts periodic audits of departmental accounts and financial records; monitors investment funds and makes recommendations for greatest return consistent with legal requirements; supervises the administration and preparation of payroll; oversees and cooperates in major auditing functions performed by independent accountants and auditors; reviews and analyzes concessioner audit reports and makes recommendations when necessary.

Compiles information and prepares proposed annual budget and submits it to management (appropriate board) and to City Council for final approval.

Maintains financial records on the status of construction projects to assure compliance with contract program stipulations; assures that applicable insurance coverages are kept current; as assigned acts as liaison between the department, federal, state and local government agencies concerning accounting, financial matters, etc.; makes recommendations in the preparation, negotiation or re-negotiation of contracts, leases and agreements.

Supervises, trains and evaluates assigned personnel; enforces established rules and regulations, standards of conduct and work attendance; advises management in regard to fiscal matters relating to department operated facilities and functions; confers with City Comptroller on matters concerning general fiscal and accounting policies, the implementation of new methods and procedures, work programs and progress; prepares and maintains accounting procedures manuals; analyzes operations costs; prepares and submits oral and/or written reports as required.

Directs and coordinates activities of employees engaged in maintaining accounts and records, or performing such bookkeeping activities as recording disbursements, expenses, tax collections, revenues and other accounting related duties; prepares individual, division, or consolidated balance sheets to reflect assets, liabilities, and capital; prepares profit and loss statements for specified accounting period; audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement; analyzes records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred; advises management regarding effective use of financial resources; plans, implements, and directs cost finding and reporting systems to determine, record, and report unit costs; sets up classification of accounts and organizes accounting procedures and machine method support; devises forms and prepares manuals required to guide activities of bookkeeping and clerical personnel; adapts and converts conventional accounting and recordkeeping functions to automated accounting processes.

#### MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited College or University with a Bachelor's degree in Accounting or a Business Administration degree with a concentration of thirty semester hours in Accounting (a Masters degree with eighteen hours in Accounting may be substituted) (CPA preferred) and six years of progressively responsible professional experience including two years of accounting administrative supervisory experience; or an equivalent combination of training and experience.

**Knowledge, Abilities and Skills:** Comprehensive knowledge of accounting, financial, administrative and business management practices and procedures; considerable knowledge of laws and statutes applicable to accounting practices and procedures; considerable knowledge of cost accounting; considerable knowledge of fiscal planning and budgetary practices, procedures and controls; comprehensive knowledge of accounting principles and practices related to municipalities; considerable knowledge of supervisory practices and procedures; good knowledge of computer system applications to accounting.

Ability to plan, develop, organize and implement accounting systems; ability to analyze and interpret fiscal records and to prepare accurate financial statements; ability to conduct financial studies and surveys; ability to express oneself clearly and concisely both orally and in writing; ability to supervise, train and evaluate assigned personnel; ability to enforce established rules and regulations, standard of conduct and work attendance; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to maintain records and prepare reports.

**Physical Requirements:** Mobility within an office environment.

**Licenses and Certificates:** Texas Class "C" Driver's License or an equivalent license issued by another state.

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Director of Personnel

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Department Head

OFFICIAL